Qualification Pack

Automotive Quality Control Jr. Inspector

QP Code: ASC/Q6303

Version: 4.0

NSQF Level: 4

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Qualification Pack

ASC/Q6303: Automotive Quality Control Jr. Inspector

Brief Job Description

The individual is responsible for the conducting inspection and maintaining quality of the manufactured automotive products and related processes to deliver high quality products to customers.

Personal Attributes

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions. They should be keen observers and have an eye for detail and quality.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. ASC/N9803: Organize work and resources (Manufacturing)

2. ASC/N6303: Inspect and maintain the automotive product and process quality and implemet corrective actions

3. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing Support
Occupation	Automotive Quality Assurance
Country	India
NSQF Level	4
Credits	14
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3139.5001

Minimum Educational Qualification & Experience	12th grade Pass (or equivalent) with 1 Year of experience OR 10th grade pass plus 2-year NTC (or NAC) with 1 Year of experience OR 10th grade pass with 3 Years of experience OR Certificate-NSQF (Level 3) with 1.5 years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	19 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	4.0
Reference code on NQR	QG-04-AU-03585-2025-V2-ASDC
NQR Version	2.0

ASC/N9803: Organize work and resources (Manufacturing)

Description

This NOS unit is about implementing safety, planning work, adopting sustainable practices for optimising use of resources

Scope

The scope covers the following :

- Maintain safe and secure working environment
- Health and hygiene
- Perform work as per quality standards
- Effective waste management practices
- Material/energy conservation practices

Elements and Performance Criteria

Maintain safe and secure working environment

To be competent, the user/individual on the job must be able to:

PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace

PC2. follow safe working practices while dealing with hazards to ensure safety of self and others

PC3. carry out routine check of the machine for identifying potential hazards

PC4. use appropriate protective clothing/equipment for specific tasks and work

PC5. follow safety hazards and preventive techniques during fire drill

PC6. report any identified breaches in health, safety and security policies and procedures to the designated person

Health and hygiene

To be competent, the user/individual on the job must be able to:

PC7. ensure workstation and equipment are regularly clean and sanitized

PC8. clean hands with soap, alcohol-based sanitizer regularly

PC9. avoid contact with ill people and self-isolate in a similar situation

PC10. wear and dispose PPEs regularly and appropriately

PC11. report advanced hygiene and sanitation issues to appropriate authority

PC12. follow stress and anxiety management techniques

Perform work as per quality standards

To be competent, the user/individual on the job must be able to:

PC13. ensure that work is accomplished as per the requirements within the specified timeline

PC14. ensure team goals are given preference over individual goals

Effective waste management practices

To be competent, the user/individual on the job must be able to:

PC15. follow the fundamentals of 5S for waste management

PC16. segregate waste into different categories

PC17. follow processes specified for disposal of hazardous waste

PC18. identify recyclable, non-recyclable and hazardous waste

PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location

Material/energy conservation practices

To be competent, the user/individual on the job must be able to:

PC20. identify ways to optimize usage of material in various tasks/activities/processes

PC21. check for spills/leakages in various tasks/activities/processes

PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify

PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required

PC24. report malfunctioning (fumes/ sparks/emission/vibration/noise) and lapse in maintenance of equipment

PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisation procedures for health, safety and security, individual role and responsibilities in this context

KU2. the organisation's emergency procedures for different emergency situations and the importance of following the same

KU3. evacuation procedures for workers and visitors

KU4. how and when to report hazards as well as the limits of responsibility for dealing with hazards

KU5. potential hazards, risks and threats based on the nature of work

KU6. preventative and remedial actions to be taken in case of exposure to toxic material

KU7. various types of fire extinguisher

KU8. various types of safety signs and their meaning

KU9. appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.

KU10. relevant standards, procedures and policies related to 5S followed in the company

KU11. the various materials used and their storage norms

KU12. efficient utilisation of material and water

KU13. basics of electricity and prevalent energy efficient devices

KU14. common practices of conserving electricity

KU15. common sources and ways to minimize pollution

KU16. categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics

KU17. usage of different colors of dustbins

KU18. waste management techniques

KU19. significance of greening

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read safety instructions/guidelines

GS2. modify work practices to improve them

GS3. ask for clarifications from superior about the job requirement

GS4. work with supervisors/team members to carry out work related tasks

GS5. complete tasks efficiently and accurately within stipulated time

GS6. inform/report to concerned person in case of any problem

GS7. make timely decisions for efficient utilization of resources

GS8. write reports such as accident report, in at least English/regional language

GS9. be punctual and utilize time efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain safe and secure working environment	**11**	**5**	**-**	**7**
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	1	-	2
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	-	-	1
PC3. carry out routine check of the machine for identifying potential hazards	2	1	-	1
PC4. use appropriate protective clothing/equipment for specific tasks and work	2	1	-	1
PC5. follow safety hazards and preventive techniques during fire drill	2	1	-	1
PC6. report any identified breaches in health, safety and security policies and procedures to the designated person	1	1	-	1
Health and hygiene	**7**	**5**	**-**	**2**
PC7. ensure workstation and equipment are regularly clean and sanitized	2	2	-	1
PC8. clean hands with soap, alcohol-based sanitizer regularly	1	1	-	1
PC9. avoid contact with ill people and self-isolate in a similar situation	1	-	-	-
PC10. wear and dispose PPEs regularly and appropriately	1	-	-	-
PC11. report advanced hygiene and sanitation issues to appropriate authority	1	1	-	-
PC12. follow stress and anxiety management techniques	1	1	-	-
Perform work as per quality standards	**5**	**3**	**-**	**2**
PC13. ensure that work is accomplished as per the requirements within the specified timeline	2	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure team goals are given preference over individual goals	3	1	-	1
Effective waste management practices	**15**	**10**	**-**	**4**
PC15. follow the fundamentals of 5S for waste management	3	2	-	1
PC16. segregate waste into different categories	2	1	-	-
PC17. follow processes specified for disposal of hazardous waste	2	2	-	1
PC18. identify recyclable, non-recyclable and hazardous waste	4	2	-	1
PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location	4	3	-	1
Material/energy conservation practices	**12**	**7**	**-**	**5**
PC20. identify ways to optimize usage of material in various tasks/activities/processes	2	1	-	1
PC21. check for spills/leakages in various tasks/activities/processes	2	1	-	1
PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify	2	1	-	-
PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	1
PC24. report malfunctioning (fumes/ sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	1
PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	1	-	1
NOS Total	**50**	**30**	**-**	**20**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9803
NOS Name	Organize work and resources (Manufacturing)
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

ASC/N6303: Inspect and maintain the automotive product and process quality and implemet corrective actions

Description

This NOS unit is about the individual inspecting and maintaining the quality of the products and processes

Scope

The scope covers the following :

- Preparing for inspection process
- Perform inspection process
- Coordinate with the team and line incharge/supervisor

Elements and Performance Criteria

Preparing for inspection process

To be competent, the user/individual on the job must be able to:

PC1. interpret the inspection check sheet and coordinate with the superior for confirming inspection tasks and inspection criteria based on the standards for product/process

PC2. identify and arrange testing equipment, measuring instruments, gauges, parts etc. required during the quality inspection process

PC3. ensure that tools, gauges and measuring instruments to be used for inspection process are calibrated

Perform inspection process

To be competent, the user/individual on the job must be able to:

PC4. follow safety practices recommended by organisation during quality inspection process

PC5. conduct and guide the quality control assistant in conducting the visual inspection of part or product for scratches, dents, damages, packing etc. as per the norms and quality standards

PC6. conduct and guide the quality control assistant in conducting the dimensional and functional check of part or product by using inspection and measuring instrument such as vernier caliper, bore gauge, Go/NOGO gauge, micrometer etc.

PC7. judge the part or product through reference for feel, touch, sound, smell, etc. if the measurement is not possible

PC8. maintain and preserve the tested samples to track inspection history of automotive part or product tested and use it as defect/limit samples

PC9. ensure that the sticker/number/label is placed on the inspected automotive part or product

PC10. conduct automotive process inspection to verify the process control items by using pressure gauge, temperature gauge, voltmeter/ ammeter etc.

PC11. prepare first-off inspection report by referring to process inspection standard/process parameter sheet/control plan

PC12. record the observations of the inspection and update the records such as inspection report, charts in graphical pattern and other documents, manually or electronically as per the SOP

PC13. raise a scrap note and ensure that scrapped part or product in the scrap yard is disposed-off as per the organisational specified procedure

Co-ordinate with the team, and line incharge/supervisor

To be competent, the user/individual on the job must be able to:

PC14. work as a CFT member of the team formed for problem solving and corrective actions pertaining to the products handled

PC15. collect data related to the problems identified during inspection process, analyse it with team and identify the corrective actions for clearing the discrepancies

PC16. coordinate with the respective process line leader/supervisor and implement corrective action for discrepancies identified in the inspection report

PC17. coordinate with the team and identify opportunities for improvements in productivity, quality, cost, safety and morale

PC18. verify the daily check items for e.g. poka yoke, mould functioning, fixture condition etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. company's quality inspection standards and processes

KU2. classification of measuring instruments such as direct/indirect, precision/non-precision etc.

KU3. Standard Operating Procedures (SOP) recommended by OEM for using testing equipment, gauges and measuring instruments such as vernier, Micrometers, height gauge, surface plate, etc.

KU4. QMS system guidelines followed in the organization such as IATF-16949

KU5. how to check the calibration of measuring instruments, gauges etc.

KU6. manufacturing process being followed for each product

KU7. inspection checkpoints for the parts, product and process

KU8. documentation required regarding quality inspection process

KU9. basic operation of software such as SAP, ERP etc.

KU10. use of appropriate PPE, material handling equipment and tools for completing the inspection tasks

KU11. problem solving & analysis tools like 8Ds, five why analysis etc.

KU12. Root Cause Analysis (RCA) techniques

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read quality process related standard documents

GS2. communicate the inspection activities requirements to the supervisor and co-workers

GS3. prepare reports related to inspection process in English/regional language

GS4. recognise a workplace problem and take suitable action

GS5. analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently

GS6. complete the assigned tasks as per schedule

GS7. plan and organise work according to the work requirements

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Preparing for inspection process	**10**	**9**	**-**	**4**
PC1. interpret the inspection check sheet and coordinate with the superior for confirming inspection tasks and inspection criteria based on the standards for product/process	2	3	-	1
PC2. identify and arrange testing equipment, measuring instruments, gauges, parts etc. required during the quality inspection process	5	3	-	2
PC3. ensure that tools, gauges and measuring instruments to be used for inspection process are calibrated	3	3	-	1
Perform inspection process	**15**	**30**	**-**	**12**
PC4. follow safety practices recommended by organisation during quality inspection process	1	1	-	1
PC5. conduct and guide the quality control assistant in conducting the visual inspection of part or product for scratches, dents, damages, packing etc. as per the norms and quality standards	3	6	-	2
PC6. conduct and guide the quality control assistant in conducting the dimensional and functional check of part or product by using inspection and measuring instrument such as vernier caliper, bore gauge, Go/NOGO gauge, micrometer etc.	3	5	-	2
PC7. judge the part or product through reference for feel, touch, sound, smell, etc. if the measurement is not possible	2	4	-	1
PC8. maintain and preserve the tested samples to track inspection history of automotive part or product tested and use it as defect/limit samples	1	3	-	1
PC9. ensure that the sticker/number/label is placed on the inspected automotive part or product	1	1	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. conduct automotive process inspection to verify the process control items by using pressure gauge, temperature gauge, voltmeter/ ammeter etc.	2	3	-	2
PC11. prepare first-off inspection report by referring to process inspection standard/process parameter sheet/control plan	1	3	-	1
PC12. record the observations of the inspection and update the records such as inspection report, charts in graphical pattern and other documents, manually or electronically as per the SOP	1	3	-	1
PC13. raise a scrap note and ensure that scrapped part or product in the scrap yard is disposed-off as per the organisational specified procedure	-	1	-	1
Co-ordinate with the team, and line incharge/supervisor	**5**	**11**	**-**	**4**
PC14. work as a CFT member of the team formed for problem solving and corrective actions pertaining to the products handled	1	2	-	-
PC15. collect data related to the problems identified during inspection process, analyse it with team and identify the corrective actions for clearing the discrepancies	1	3	-	2
PC16. coordinate with the respective process line leader/supervisor and implement corrective action for discrepancies identified in the inspection report	1	2	-	1
PC17. coordinate with the team and identify opportunities for improvements in productivity, quality, cost, safety and morale	1	2	-	-
PC18. verify the daily check items for e.g. poka yoke, mould functioning, fixture condition etc.	1	2	-	1
NOS Total	**30**	**50**	**-**	**20**

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6303
NOS Name	Inspect and maintain the automotive product and process quality and implemet corrective actions
Sector	Automotive
Sub-Sector	Manufacturing Support
Occupation	Quality Assurance
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC5. recognize the significance of 21st Century Skills for employment

PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC7.   use basic English for everyday conversation in different contexts, in person and over the telephone

PC8.   read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9.   write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

PC10.   understand the difference between job and career

PC11.   prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

PC12.   follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13.   work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC14.   communicate and behave appropriately with all genders and PwD

PC15.   escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC16.   select financial institutions, products and services as per requirement

PC17.   carry out offline and online financial transactions, safely and securely

PC18.   identify common components of salary and compute income, expenses, taxes, investments etc

PC19.   identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC20.   operate digital devices and carry out basic internet operations securely and safely

PC21.   use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22.   use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC23.   identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24.   develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25.   identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

PC26.   identify different types of customers

PC27.   identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

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GS3. behave politely and appropriately with all

GS4. how to work in a virtual mode

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**2**	**-**	**-**
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**4**	**-**	**-**
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**2**	**3**	**-**	**-**
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).

4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.

5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take

subsequent assessment on the balance NOS's to pass the Qualification Pack.

6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N9803.Organize work and resources (Manufacturing)	50	30	-	20	100	15
ASC/N6303.Inspect and maintain the automotive product and process quality and implemet corrective actions	30	50	-	20	100	75
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	**100**	**110**	**-**	**40**	**250**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment
PwD	Person with Disability
SOP	Standard Operating Practices
CFT	Customer Focus Team
RCA	Root Cause Analysis
PPE	Personal Protective Equipment
SAP	Systems Applications and Products
ERP	Enterprise Resource Planning
QMS	Quality Management System

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.